



**Town of Arlington, Massachusetts**  
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## **Affirmative Action Minutes 01/08/2003**

Affirmative Action Advisory Committee  
Meeting Minutes  
Wednesday, January 8, 2003  
7:30 p.m.

**In Attendance:** Barbara Boltz (Chair), Augusta Haydock, Adrienne McClure, Caryn Cove, Elaine Maclachlan, Howard Winkler

**Absent:** Jack Jones

### Acceptance of minutes, November 13, 2002

Adrienne McClure moved approval. SO VOTED

### Current Job Openings

The Committee reviewed the report as submitted.

### School renovation project

The Committee commented that the female and minority numbers were very unsatisfactory. The Committee discussed possible strategies for improving the numbers in future school projects. The Committee directed Ms. Cove to contact the project manager and/or Permanent Town Building Committee to get copies of the contractor's strategies for meeting female and minority participation goals.

### Current Bid Projects

The Committee cited the need to get full reports on female and minority participation in these projects as much as the larger building projects in town.

### School Diversity Task Group

Barbara Boltz informed the committee that the group had met with Gus Martinson, School Personnel Director. She outlined for the Committee the hiring process that he has developed including a plan for the recruitment of minority teachers in town. They will be meeting again on February 13, 2003.

### Diversity Training for Town Employees

Caryn Cove informed the committee that she had reserved a date in February for the Department Heads to participate in Diversity Training. Topics will include minority hiring and retention.

### Continuing Business

The Committee discussed the upcoming Martin Luther King dinner on January 20<sup>th</sup>.

The Committee discussed various strategies to get people interested in serving on the committee. The Committee instructed Ms. Cove to move forward with placing an ad in several newspapers including several minority publications to solicit interest in serving on the committee.

Adrienne McClure moved to adjourn the meeting at 8:50 p.m. SO VOTED

A true record. Attest:

Caryn E. Cove  
Affirmative Action Officer